



DEFENSE CONTRACT MANAGEMENT AGENCY

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IN REPLY
REFER TO

DCMA-FBO

JUL 11 2000

GENERAL ORDER

No. 03-00

I. AUTHORITY: Approval of the Director, Defense Contract Management Agency (DCMA)

II. REFERENCES:

- A. HQ DCMA General Order No. 01-00, dated March 31, 2000.
- B. HQ DCMA General Order No. 02-00, dated May 19, 2000.

III. Pursuant to cited authority and effective not later than October 8, 2000, the organizational structure and associated mission of the Defense Contract Management Agency (DCMA), Headquarters (HQ), districts and DCMA centers is as follows:

- A. Disestablish the Director's Support Office (DCMA-DSD) and transfer all resources to Special Staff (DCMA-DS)
- B. Establish the following:
 - 1. Security Office (DCMA-DSS)
 - 2. Equal Employment Opportunity Office (DCMA- DSO)
 - 3. Information Assurance (DCMA-ITK)
- C. Rename Public and Government Affairs Office (DCMA-DSA) to Congressional and Public Affairs Office
- D. Rename Acquisition Planning and Customer Privatization Division (DCMC-PIA) to Acquisition Planning and Customer Support Division (DCMA-PIA).
- E. Change the title and office symbol of Standard Business Systems Office (XX) to Standard Business Systems Office (Program Executive Officer) (SO)
- F. Disestablish DCMA Civil Military Integration Center (DCMAC-H) and transfer all resources to Contract Management Operations Directorate (DCMA-OC).
- G. Establish DCMA Knowledge Management Center (DCMAC-Q)

IV. Organizational Roles and Responsibilities:

A. The role of HQ DCMA is to train, organize, and equip DCMA personnel and to ensure effective and efficient performance of the agency's contract management mission through development and deployment of agency plans, programs, policies, processes and infrastructure to ensure consistent and high quality contract management services are provided to customers.

B. The role of the District is to ensure effective and efficient performance of the contract management mission for assigned Contract Management Offices (CMOs) by providing direction, assistance and oversight. This role is performed

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through implementing guidance; resource allocation; monitoring of DCMA goals; data collection; performance analysis; and performance improvement. The district headquarters perform staff assistance visits through field support teams.

C. The role of the Business Support Unit is to consolidate unique, scarce DCMA resources into centers of excellence for synergy and leveraging to ensure agency-wide mission support. The DCMA Centers are stand-alone functional centers with command, control and direct supervision provided by the DCMA Deputy Director, or a DCMA Executive Director or their designee.

V. HQ DCMA is organized as follows:

A. Office of the Director (D)

Directs DCMA in policy and program development, Defense Contract Management Districts in their mission to manage and support the Contract Management Offices (CMOs) and CMOs in performance of the agency's contract management mission.

B. Office of the Deputy Director (DD)

Assists the Director in execution of agency responsibilities. Assumes the duties of the Director in their absence.

C. Office of Reserve Affairs (DR)

Responsibilities include directing and managing the policies, resources and personnel associated with the agency's Reserve Affairs Program.

D. Special Staff (DS)

Responsibilities include directing and managing the execution and accomplishment of special staff functions to include the administration of the Freedom of Information Act (FOIA), Privacy Act and Occupational Safety and Health programs. Assists the Director & Deputy Director with special studies.

1. Congressional and Public Affairs Office (DSA)

Responsibilities include development of agency program policies, procedures and practices in the areas of congressional liaison, internal and external communications, congressional inquiries; direct public and media relations; and publications.

2. East Assessment Office (DSE)

Responsibilities include enhancement of agency-wide organizational performance and customer support by conducting Internal Operations Assessments (IOAs) of field activities.

3. Internal Review Office (DSI)

Responsibilities include development and implementation of program policies, procedures and practices associated with the agency's Internal Review Program.

4. Equal Employment Opportunity Office (DSO)

Responsibilities include development and deployment of the agency Equal Employment Opportunity (EEO) program, policies, procedures, and practices including measuring district performance against agency goals, case management and EEO training.

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5. Procurement Management Review Office (DSP)

Serves as the Executive Agent for the Director, Defense Procurement OSD (DDP) in performing independent reviews of procurement practices at Defense agencies.

6. Security Office (DSS)

Responsibilities include the development and deployment of agency policies, procedures and practices in the areas of intelligence and counterintelligence, vulnerability assessments, anti-terrorism/force protection, foreign disclosure and foreign liaison, personnel and physical security, crime prevention and protection, education and training.

7. West Assessment Office (DSW)

Responsibilities include enhancement of agency-wide organizational performance and customer support by conducting Internal Operations Assessments (IOAs) of field activities.

E. Aircraft Operations Directorate (AO)

Responsibilities include the development and deployment of DCMA policy associated with flight test and acceptance of government aircraft under the Ground Flight Risk Clause and in accordance with the Tri-Service Agreement policies and procedures on support and accomplishment of flight test and acceptance, flight operations and flight safety.

F. Financial and Business Operations Directorate (FB)

Serves as the principal advisor to the Director, DCMA, in the development and deployment of DCMA policies, procedures and processes for financial and administrative business services. Also serves as the DCMA Comptroller.

1. Financial Operations Division (FBF)

Directs the development, evaluation, and implementation of policies, procedures, and processes used for budgeting DCMA resources to include forecasting requirements, budget formulation, justification and execution. Serves as the liaison with DFAS on all agency financial issues. Acts as the agency focal point for all international and federal business.

a. Budget Team (FBFB)

Develops, evaluates, issues, and ensures implementation of policies, procedures, and processes used for budgeting DCMA resources to include forecasting requirements, budget formulation, justification and execution. Serves as the liaison with DFAS on all agency financial issues.

b. International and Federal Business Team (FBFR)

Responsibilities include program, budget and accounting for contract management in support of international and federal customers (Foreign Military Sales, NASA, Department of Transportation, Department of Energy and others). Develops policy and processes for accounting functions associated with contract management performed on a reimbursable basis. Serve as the DoD central control point (CCP) for

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contract management on commercial contracts in support of foreign governments/international organizations. Serves as program manager for Defense Contract Administration Reimbursable Reporting System and central point of contact for billing issues.

2. Organization & Administration Division (FBO)

Develops, evaluates, issues, and ensures implementation of policies, procedures, and processes used for organizational management, base level support contracting and administrative business support and services. Responsibilities include facilities, acquisition policy, DCMA One Book, General Orders, and management of the Business Support Unit. This office also serves as the point of entry and integration for all Inter-Service Support Agreements (ISSAs) provided from outside DCMA.

3. Strategic Planning, Programming & Analysis Division (FBP)

Directs the development, evaluation, and implementation of policies, procedures, and processes related to all aspects of DCMA strategic and performance planning and programming to include the Program Objectives Memorandum (POM), contingency/emergency planning, Integrated Management System (IMS), Integrated Risk Management (IRM), resourcing and the management review process.

G. Office of General Counsel (GC)

Serves as the principal legal advisor to the Director, DCMA, on matters involving or affecting the agency including legal support services and DCMA policy implementation, development and deployment.

H. Human Resources Directorate (HR)

Serves as the principal advisor to the Director, DCMA, in the implementation, development and deployment of agency policies and processes for civilian and military personnel management. Manages, directs and performs oversight of the DCMA Quality-of-Life Program.

1. Civilian Personnel Division (HRC)

Responsibilities include implementation and development of policies, procedures and processes for classification, pay administration, staffing, labor relations, employee relations and HR information systems.

2. Military Personnel Division (HRM)

Responsibilities include administering the military personnel management program including development of policies, procedures and processes, military personnel assignments, training, and services that support active duty and reserve military personnel.

3. Workforce Development Division (HRW)

Responsibilities include implementation and development of policies, procedures and processes for training programs designed to manage the technical development and career management of personnel.

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I. Information Technology Directorate (IT)

Serves as principal advisor to the Director for all Information Technology (IT) matters, Responsible for the development and maintenance of all IT-related plans, programs, policies, and procedures. The Executive Director, IT, also coordinates with Corporate Information Officers and IT personnel of other DoD Components on joint IT initiatives.

1. Software Acquisition Division (ITA)

Responsibilities include acquisition, development, testing, and deployment of DCMA-unique software, and development and maintenance of associated DCMA software policy and procedures.

2. Architecture/Infrastructure Division (ITI)

Responsibilities include the development and maintenance of system architecture, programs, policies, and procedures.

3. Information Assurance Division (ITK)

Responsibilities include information systems security matters including the development and maintenance of systems security plans, programs, policies, and procedures.

4. Information Technology Program Management Division (ITP)

Responsibilities include resource management issues affecting SPS and DCMA IT programs, initiatives, and projects including accurately assessing resource needs and usage, and conducting studies to improve the efficiency of SPS and IT resource consumption.

J. Contract Management Operations Directorate (OC).

Serves as principal advisor to the Director, DCMA, in the development and deployment of agency policy and processes for contract management services including but not limited to, those specified in the Federal Acquisition Regulation (FAR) Part 42.302 and Defense Federal Acquisition Regulation Supplement (DFARS).

1. Contract Business Operations Division (OCB)

Responsibilities include the development of DCMA policies, procedures and practices for the following DCMA contract management service sets and associated processes: Pre-Contractual Advice Services, financial surveillance; Risk Assessment Services, contract receipt and review and over and above work requests; Pricing/Modification Services – Right Price, forward pricing rate agreements, business combinations and novations and change of name agreements, pricing and negotiation, defective pricing, provisioning, disallowance of costs, final overhead rates, contract audit follow-up, customs and duties; Business and Financial Systems Services, contract property management, contractor insurance/pension reviews, contractor estimating system reviews, cost accounting standards administration; Payment and Financial Management Services, advance payments, progress payments, performance based payments, public vouchers, canceling funds, other

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payment support; Contract Closeout Services, termination for convenience, contract closeout, plant clearance, patents and royalties, voluntary refunds; Organizational Support, selection, and appointment and termination of appointed officers.

2. Defense Acquisition Regulations Council (OCD)

Serves as the agency representative to the Defense Acquisition Regulations Council and represents the agency in matters before the Council concerning all aspects of contracting and contract management. In this capacity also represents the Director, Defense Logistics Agency.

3. Supplier Operations Division (OCS)

Responsibilities include the development of DCMA policies, procedures and practices for the following DCMA operating principles, contract management service sets and associated processes: Operating Principles, civil-military integration, management councils, Process Oriented Contract Administration Services (PROCAS), integrated product teams; Pre-Contractual Advice Services: preaward surveys, subcontracting plans; Major Program Services: earned value management; Risk Assessment Services, supplier risk management, industrial security, international agreements; Business and Financial Systems Services, consent to subcontract/contractor purchasing system reviews, material management and accounting systems; Organizational Support, policy change process, and FAR, DFARS, DoD Directive and DLAD 5000.4 deviations.

4. Contract Technical Operations Division (OCT)

Responsibilities include the development of DCMA policies, procedures and practices for the following DCMA contract management service sets and associated processes: Major Program Services, integrated logistics support (ILS); Product Support Services – Right Item, systems planning, research, development and engineering (SPRD&E), test and evaluation management, configuration management, parts management program, deliverable technical data, software development surveillance, supplier quality assurance, packaging management program, deficiency reports; Delivery Services – Right Time, schedule and delivery management, transportation – shipment processing, contractor traffic management delegation program, contract safety requirements; Pricing/Modification Services – Right Price, value engineering.

K. Program Integration Directorate (PI)

Serves as principal advisor to the Director regarding development and implementation of agency-wide policies, procedures and programs to enhance contract management support to Program Executive Officers, Program Managers of Acquisition Category I-IV Programs, and defense and civilian agency customers.

1. Acquisition Planning and Customer Support Division (PIA)

Responsibilities include developing, evaluating and issuing policies and procedures pertaining to Early CAS support to Military Services and support to Service Acquisition Executives during acquisition strategy planning, RFP development,

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source selection and evaluation, and customer privatization initiatives. Oversees and directs the customer survey process, satisfaction metrics and internal service standard programs, and manages workload acceptance, the Industrial Analysis Center and the Overhaul Modification Maintenance and Repair Center.

2. Major Program Support Division (PIM)

Responsibilities include developing, evaluating and issuing policies and procedures employed by Program Integrators and Program Support Teams in order to enhance Military Service, defense and civilian agencies and program management offices' satisfaction with DCMA services and support. Oversees and directs the Customer Liaison Representative Program, and manages and directs the Program Integration Service Desks.

L. Office of Small and Disadvantaged Business Utilization (SB)

Responsibilities include the DCMA Small Business Program including implementation and development of policies, procedures and practices, and oversight of districts and CMOs' Small Business mission performance. Also serves as agency focal point for the Mentor Protege Agreements.

M. Special Programs (SP)

Responsibilities include advising the Director, DCMA, on contract management services in support of classified programs.

N. Standard Business Systems Office (Program Executive Officer) (SO)

Responsibilities include the management of a portfolio of programs, including the design, development, production, and deployment of current and future contract management systems. These contract management systems are critical to the cross-functional integration with logistics and financial systems that are also integrating technologies for electronic commerce. A major integration effort is incorporating the interfaces and data exchange standards for the **Procurement-Finance To-Be Model**. Two current programs in the portfolio are the **DoD Standard Procurement System** and **Shared Data Warehouse**. Serves as the Program Executive Officer for assigned programs.

VI. HQ Defense Contract Management District East (DCMDE) is organized as follows:

A. Office of the Commander (C)

Directs the district HQ staff and Contract Management **Offices** in the performance of contract management and business operations services.

B. Office of the Deputy Commander (CC)

Assists the District Commander in execution of district responsibilities. Assumes the duties of the District Commander in their absence.

C. Special Staff (CS)

Manages and directs the execution and accomplishment of special staff functions.

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1. Public Affairs Office (CSA)

Responsibilities include the implementation of program policies, procedures and practices in the areas of congressional inquiries; protocol, change of command, ceremonies and Commanders' Conferences. This office also directs public relations and the operations of the district video teleconferencing facility.

2. Equal Employment Opportunity Office (CSE)

Responsibilities include the implementation of the district Equal Employment Opportunity (EEO) program, policies, procedures, and practices including measuring performance against agency goals, case management and EEO training.

3. Internal Review Office (CSI)

Administers the Internal Review Program by providing the District Commander with independent reviews of district and Contract Management Offices' programs and operations including internal controls, and review of the applicable laws, regulations, policies and procedures of areas being reviewed. Also supports special agency-wide internal reviews.

4. Command Security Office (CSS)

Responsibilities include the implementation of policies, procedures and practices in the areas of intelligence and counterintelligence, vulnerability assessments, **anti-terrorism/force** protection, foreign disclosure and foreign liaison, personnel and physical security, crime prevention and protection, education and training within the district and assigned CMOs.

D. Aircraft Operations Directorate (AO)

Responsibilities include district implementation of flight test and acceptance of government aircraft under the Ground Flight Risk Clause and in accordance with the Tri-Service Agreement policies and procedures on support and accomplishment of flight test and acceptance, flight operations and flight safety.

E. Financial & Business Operations Directorate (FB)

Responsibilities include directing the management of the district's business infrastructure involving budget execution, accounting, strategic and contingency planning; programming; resource planning and execution; implementation of performance measures and organizational management. Provides guidance, assistance and oversight of **CMO** financial and business operations.

1. Financial Operations Division (FBF)

Directs and manages the implementation of policies, procedures and practices associated with district budget execution, accounting, and financial liaison functions.

a. Budget Team (FBFB)

Responsibilities include the implementation of budget policies and procedures and formulation and execution of the district budget.

b. Financial Liaison Team (FBFL)

Performs general accounting functions for district financial transactions and liaison services including payroll for financial transactions performed by the Defense Finance and Accounting Service.

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2. Organization & Administration Division (FBO)

Responsibilities include the implementation of policies and procedures used for management and oversight of organizational and administrative issues related to district infrastructure, organization and position management, base level support contracting, facilities, government vehicles and ISSAs.

a. Organization, Infrastructure and Administration Team (FBOI)

Responsibilities include position and organization management, management of district and CMO facilities, vehicles and ISSAs.

b. Support Contracting Team (FBOC)

Responsible for procurement of small purchase items including contracting for goods and services to support district infrastructure.

3. Business Planning & Analysis Division (FBP)

Responsible for the implementation of policies and procedures in the areas of business planning and programming including strategic and performance planning, Integrated Management System, resourcing, contingency/emergency planning and the management review process.

F. District Counsel (GC)

Provides legal advice and services to the District Commander and staff, and assigned Contract Management Offices and their staff on matters involving or affecting the district.

G. Human Resources Directorate (HR)

Directs and manages achievement of district responsibilities in the areas of civilian and military personnel programs, policies, procedures and practices. Serves as the district Quality-of-Life Program Manager.

1. Civilian Personnel Division (HRC)

Responsibilities include classification and pay administration, staffing, labor and employee relations, awards administration and Occupational Safety and Health.

2. Military Personnel Division (HRM)

Responsibilities include advising the District Commander on military personnel management including assignments, training, services and support for active duty and reserve military personnel.

3. Workforce Development Division (HRW)

Responsibilities include implementing policies, procedures and for training programs designed to manage the technical development and career management of district personnel.

H. Information Technology Directorate (IT)

Directs and manages district responsibilities in the implementation of the agency standard IT technical architecture (e.g., desktop personal computers, servers, telecommunications, and operating systems). Also directs and manages district deployment and operation of standard software applications and systems.

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1. Information Assurance Office (ITK)

Responsibilities include ensuring only authorized users have access to data on DCMA systems being operated by the district Also responsible for testing systems and providing advice on the design of systems to ensure adequate protection of data from compromise, loss, and destruction.

2. ADP Operations Division (ITO)

Responsibilities include system administration of the mid-tier servers and applications at the district headquarters, as well as district headquarters LANs.

3. Field Service Division (ITS)

Responsibilities include providing support and guidance to Sector Administrators, local Commanders and Local Area Network (LAN) Administrators throughout the district. Also provides technical advice and support to the DCMA Technical Requirements and Design Team.

4. Telecommunications Division (ITT)

Responsible for provisioning telecommunications services for all of DCMA, and providing technical advice and input to DCMA IT for the selection of new telecommunications services and protocols.

I. Contract Management Operations Directorate (OC)

Serves as the principal advisor to the District Commander in the execution of policies, plans, programs and processes. Is responsible for supporting the effectiveness of assigned CMOs related to the development, deployment, and oversight of contract management services. Performs staff assistance and oversight of CMOs by monitoring their performance and using data analysis to identify opportunities for performance improvement. Provides guidance and interpretation of DCMA One Book contract management processes to the CMOs and performs oversight of CMO implementation and execution of those processes.

1. Contract Business Operations Division (OCB)

Responsibilities include providing guidance and interpretation of DCMA One Book business processes to the CMOs and performs oversight of CMO implementation and execution in the areas: Pre-Contractual Advice Services, financial surveillance; Risk Assessment Services, contract receipt and review and over and above work requests; Pricing/Modification Services – Right Price, forward pricing rate agreements, business combinations and novations and change of name agreements, pricing and negotiation, defective pricing, provisioning, disallowance of costs, final overhead rates, contract audit follow-up, customs and duties; Business and Financial Systems Services, contract property management, contractor insurance/pension reviews, contractor estimating system reviews, cost accounting standards administration; Payment and Financial Management Services, advance payments, progress payments, performance based payments, public vouchers, canceling funds, other payment support; Contract Closeout Services, termination for convenience, contract closeout, plant clearance, patents and royalties, voluntary refunds; Organizational Support, selection, and appointment and termination of appointed officers.

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2. Field Support Division (OCF)

The Field Support Division consists of multi-functional and geographic Field Support Teams supporting a specified group of **CMOs**. The Division provides assistance and training to facilitate management effectiveness and efficiency, fosters integrated management practices and principles, works with process managers to improve **CMO** process performance and deploys IT applications. The Division helps facilitate execution of policy and achievement of performance goals, facilitates change, deployment, and implementation of new policies and tools.

a. Field Support Team Northeast (OCFA)

Responsible for performance of the functions above in assigned geographical areas.

b. Field Support Team Central (OCFB)

Responsible for performance of the functions above in assigned geographical areas.

c. Field Support Team Mid-Atlantic (OCFC)

Responsible for performance of the functions above in assigned geographical areas.

3. Supplier Operations Division (OCS)

Responsibilities include providing guidance and interpretation of DCMC One Book business processes to the **CMOs**. Performs oversight of **CMO** implementation and execution in the areas: Operating Principles, civil-military integration, management councils, Process Oriented Contract Administration Services (PROCAS), integrated product teams; Pre-Contractual Advice Services: preaward surveys, subcontracting plans; Major Program Services: earned value management; Risk Assessment Services, supplier risk management, industrial security, international agreements; Business and Financial Systems Services, consent to subcontract/contractor purchasing system reviews, material management and accounting systems; Organizational Support, policy change process, and FAR, DFARS, DoD Directive and DLAD 5000.4 deviations.

4. Contract Technical Operations Division (OCT)

Responsibilities include providing guidance and interpretation of DCMA One Book business processes to the **CMOs** and performs oversight of their implementation and execution in the areas: Major Program Services, integrated logistics support (ILS); Product Support Services – Right Item, systems planning, research, development and engineering (SPRD&E), test and evaluation management, configuration management, parts management program, deliverable technical data, software development surveillance, supplier quality assurance, packaging management program, deficiency reports; Delivery Services – Right Time, schedule and delivery management, transportation – shipment processing, contractor traffic management delegation program, contract safety requirements; Pricing/Modification Services – Right Price, value engineering.

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J. Program Integration Directorate (PI)

Responsible for advising and assisting the District Commander on all matters relating to the DCMA support of major programs for military service and civilian agency Program Managers (**PMs**) including monitoring the performance status of **ACAT** and other high visibility programs, and assisting **CMOs** in providing customer support, and the evaluation and coordination of district and **CMO** participation in acquisition strategy planning and other Early CAS activities, and support to customer buying activity privatization initiatives, and the review and analysis of customer satisfaction data.

K. Office of Small Business (SB)

Directs and implements policies, procedures and practices associated with the district implementation of the DCMA Small and Small Disadvantaged Business Program.

VII. HQ Defense Contract Management District West (DCMDW) is organized as follows:

A. Office of the Commander (C)

Directs the district HQ staff and Contract Management Offices in the performance of contract management and business operations services.

B. Office of the Deputy Commander (CC)

Assists the District Commander in execution of district responsibilities. Assumes the duties of the District Commander in their absence.

C. Special Staff (CS)

Manages and directs the execution and accomplishment of special staff functions.

1. Public Affairs Office (CSA)

Responsibilities include the implementation of program policies, procedures and practices in the areas of congressional inquiries; protocol, change of command, ceremonies and Commanders' Conferences. This office also directs public relations and the operations of the district video teleconferencing facility.

2. Equal Employment Opportunity Office (CSE)

Responsibilities include the implementation of the district Equal Employment Opportunity (EEO) program, policies, procedures, and practices including measuring performance against agency goals, case management and EEO training.

3. Internal Review Office (CSI)

Administers the Internal Review Program by providing the District Commander with independent reviews of district and Contract Management Offices' programs and operations including internal controls, and review of the applicable laws, regulations, policies and procedures of areas being reviewed. Also supports special agency-wide internal reviews.

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4. Command Security Office (CSS)

Responsibilities include the implementation of policies, procedures and practices in the areas of intelligence and counterintelligence, vulnerability assessments, anti-terrorism/force protection, foreign disclosure and foreign liaison, personnel and physical security, crime prevention and protection, education and training within the district and assigned CMOs.

D. Aircraft Operations Directorate (AO)

Responsibilities include district implementation of flight test and acceptance of government aircraft under the Ground Flight Risk Clause and in accordance with the Tri-Service Agreement policies and procedures on support and accomplishment of flight test and acceptance, flight operations and flight safety.

E. Financial & Business Operations Directorate (FB)

Responsibilities include directing the management of the districts business infrastructure involving budget execution, accounting, strategic and contingency planning; programming; resource planning and execution; implementation of performance measures and organizational management. Provides guidance, assistance and oversight of CMO financial and business operations.

1. Financial Operations Division (FBF)

Directs and manages the implementation of policies, procedures and practices associated with district budget execution, accounting, and financial liaison functions.

a. Budget Team (FBFB)

Responsibilities include the implementation of budget policies and procedures and formulation and execution of the district budget.

b. Financial Liaison Team (FBFL)

Performs general accounting functions for district financial transactions and liaison services including payroll for financial transactions performed by the Defense Finance and Accounting Service.

2. Organization & Administration Division (FBO)

Responsibilities include the implementation of policies and procedures used for management and oversight of organizational and administrative issues related to district infrastructure, organization and position management, base level support contracting, facilities, government vehicles and ISSAs.

a. Organization, Infrastructure and Administration Team (FBOI)

Responsibilities include position and organization management, management of district and CMO facilities, vehicles and ISSAs.

b. Support Contracting Team (FBOC)

Responsible for procurement of small purchase items including contracting for goods and services to support district infrastructure.

3. Business Planning & Analysis Division (FBP)

Responsible for the implementation of policies and procedures in the areas of business planning and programming including strategic and performance planning, Integrated Management System, resourcing, contingency/emergency planning and the management review process.

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F. District Counsel (GC)

Provides legal advice and services to the District Commander and staff, and assigned Contract Management Offices and their staff on matters involving or affecting the district.

G. Human Resources Directorate (HR)

Directs and manages achievement of district responsibilities in the areas of civilian and military personnel programs, policies, procedures and practices. Serves as the district Quality-of-Life Program Manager.

1. Civilian Personnel Division (HRC)

Responsibilities include classification and pay administration, staffing, labor and employee relations, awards administration and Occupational Safety and Health.

2. Military Personnel Division (HRM)

Responsibilities include advising the District Commander on military personnel management including assignments, training, services and support for active duty and reserve military personnel.

3. Workforce Development Division (HRW)

Responsibilities include implementing policies, procedures and for training programs designed to manage the technical development and career management of district personnel.

H. Information Technology Directorate (IT)

Directs and manages district responsibilities in the implementation of the agency standard IT technical architecture (e.g., desktop personal computers, servers, telecommunications, and operating systems). Also directs and manages district deployment and operation of agency standard software applications and systems. Also responsible for overseeing the operations of the DCMA Network Management Center and Customer Response Center.

1. Information Assurance Division (ITK)

Responsible for ensuring only authorized users have access to data on DCMA systems being operated by the district. Also responsible for testing systems and providing advice on the design of systems to ensure adequate protection of data from compromise, loss, and destruction.

2. DCMA Technical Requirements & Design Division (ITD)

Responsible for developing new DCMA technical architecture concepts and implementation plans for those concepts. Also responsible for providing advice and guidance to DCMA IT program and project managers and Government and commercial software suppliers on the technical compatibility of their preferred software design solutions with the installed and planned DCMA technical architecture.

3. Field Service Operations Division (ITS)

Responsible for providing support and guidance to Sector Administrators, local Commanders and Local Area Network (LAN) Administrators throughout the district. Also provides technical advice and support to the DCMA Technical Requirements and Design Team.

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4. ADP Operations Division (ITO)

Responsible for system administration of the mid-tier servers and applications at the district headquarters, as well as district headquarters LANs.

I. Contract Management Operations Directorate (OC)

Serves as the principal advisor to the District Commander in the execution of policies, plans, programs and processes. Is responsible for supporting the effectiveness of assigned **CMOs** related to the development, deployment, and oversight of contract management services. Performs staff assistance and oversight of **CMOs** by monitoring their performance and using data analysis to identify opportunities for performance improvement. Provides guidance and interpretation of DCMA One Book contract management processes to the **CMOs** and performs oversight of **CMO** implementation and execution of those processes.

1. Contract Business Operations Division (OCB)

Responsibilities include providing guidance and interpretation of DCMA One Book business processes to the **CMOs** and performs oversight of **CMO** implementation and execution in the areas: Pre-Contractual Advice Services, financial surveillance; Risk Assessment Services, contract receipt and review and over and above work requests; Pricing/Modification Services – Right Price, forward pricing rate agreements, business combinations and novations and change of name agreements, pricing and negotiation, defective pricing, provisioning, disallowance of costs, final overhead rates, contract audit follow-up, customs and duties; Business and Financial Systems Services, contract property management, contractor insurance/pension reviews, contractor estimating system reviews, cost accounting standards administration; Payment and Financial Management Services, advance payments, progress payments, performance based payments, public vouchers, canceling funds, other payment support; Contract Closeout Services, termination for convenience, contract closeout, plant clearance, patents and royalties, voluntary refunds; Organizational Support, selection, and appointment and termination of appointed officers.

2. Field Support Division (OCF)

The Field Support Division consists of multi-functional and geographic Field Support Teams supporting a specified group of **CMOs**. The Division provides assistance and training to facilitate management effectiveness and efficiency, fosters integrated management practices and principles, works with process managers to improve **CMO** process performance and deploys IT applications. The Division helps facilitate execution of policy and achievement of performance goals, facilitates change, deployment, and implementation of new policies and tools.

a. Field Support Team Southwest (OCFS)

Responsible for performance of the functions above in assigned geographical areas.

b. Field Support Team West Coast (OCFW)

Responsible for performance of the functions above in assigned geographical areas.

c. Field Support Team Mid-West (OCFM)

Responsible for performance of the functions above in assigned geographical areas.

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3. Supplier Operations Division (OCS)

Responsibilities include providing guidance and interpretation of DCMC One Book business processes to the CMOs. Performs oversight of **CMO** implementation and execution in the areas: Operating Principles, civil-military integration, management councils, Process Oriented Contract Administration Services (PROCAS), integrated product teams; Pre-Contractual Advice Services: preaward surveys, subcontracting plans; Major Program Services: earned value management; Risk Assessment Services, supplier risk management, industrial security, international agreements; Business and Financial Systems Services, consent to subcontract/contractor purchasing system reviews, material management and accounting systems; Organizational Support, policy change process, and FAR, DFARS, DoD Directive and DLAD 5000.4 deviations.

4. Contract Technical Operations Division (OCT)

Responsibilities include providing guidance and interpretation of DCMA One Book business processes to the **CMOs** and performs oversight of their implementation and execution in the areas: Major Program Services, integrated logistics support (ILS); Product Support Services – Right Item, systems planning, research, development and engineering (SPRD&E), test and evaluation management, configuration management, parts management program, deliverable technical data, software development surveillance, supplier quality assurance, packaging management program, deficiency reports; Delivery Services – Right Time, schedule and delivery management, transportation – shipment processing, contractor traffic management delegation program, contract safety requirements; Pricing/Modification Services – Right Price, value engineering.

J. Program Integration Directorate (PI)

Responsible for advising and assisting the District Commander on all matters relating to the DCMA support of major programs for military service and civilian agency Program Managers (**PMs**) including monitoring the performance status of **ACAT** and other high visibility programs, and assisting **CMOs** in providing customer support, and the evaluation and coordination of district and **CMO** participation in acquisition strategy planning and other Early CAS activities, and support to customer buying activity privatization initiatives, and the review and analysis of customer satisfaction data.

K. Office of Small Business (SB)

Directs and implements policies, procedures and practices associated with the district implementation of the DCMA Small and Small Disadvantaged Business Program.

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VIII. HQ Defense Contract Management District International (DCMDI) is organized as follows:

A. Office of the Commander (C)

Directs the district HQ staff and CMOs in the performance of contract management and business operations services.

B. Office of the Deputy Commander (CC)

Assists the District Commander in execution of district responsibilities. Assumes the duties of the District Commander in their absence.

C. Special Staff (CS)

Administers the Internal Review Program by providing the District Commander with independent reviews of district and CMO programs and operations including internal controls, and review of the applicable laws, regulations, policies and procedures of areas being reviewed. Also supports special agency-wide internal reviews. Performs liaison functions with service providers of EEO, Security, Safety and Health, Public and Congressional Affairs.

D. Aircraft Operations Directorate (AO)

Responsibilities include district implementation of flight test and acceptance of government aircraft under the Ground Flight Risk Clause and in accordance with the Tri-Service Agreement policies and procedures on support and accomplishment of flight test and acceptance, flight operations and flight safety.

E. Financial & Business Operations Directorate (FB)

Responsibilities include directing the management of the districts business infrastructure involving budget execution, accounting, strategic and contingency planning; programming; resource planning and execution; implementation of performance measures and organizational management. Provides guidance, assistance and oversight of CMO financial and business operations.

1. Financial Operations Division (FBF)

Directs and manages the implementation of policies, procedures and practices associated with formulation and execution of the district budget.

2. Organization & Administration Division (FBO)

Responsibilities include implementation of policies, procedures and processes used for management and oversight of organization and administrative support services. Responsible for district and CMO organization and position management, and infrastructure support in the areas base level support contracting, facilities, equipment, government vehicles, ISSAs, OCONUS travel requirements and clearance support, and performs liaison with information technology and human resources service providers.

3. Business Planning & Analysis Division (FBP)

Responsibilities include the implementation of policies and procedures in the areas of business planning and programming including strategic and performance planning, Integrated Management System, resourcing, emergency, contingency, and the management review process.

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F. District Counsel (GC)

Provides legal advice and services to the District Commander and staff, and assigned **CMOs** and their staff on matters involving or affecting the district.

G. Contract Operations Directorate (OC)

Serves as the principal advisor to the District Commander in the execution of policies, plans, programs and processes. Is responsible for supporting the effectiveness of assigned **CMOs** related to the development, deployment, and oversight of contract management services. Performs staff assistance and oversight of **CMOs** by monitoring their performance and using data analysis to identify opportunities for performance improvement. Provides guidance and interpretation of DCMA One Book contract management processes to the **CMOs** and performs oversight of **CMO** implementation and execution of those processes.

1. Contract Business Operations Division (OCB)

Responsibilities include providing guidance and interpretation of DCMA One Book business processes to the **CMOs** and performs oversight of **CMO** implementation and execution in the areas: Pre-Contractual Advice Services, financial surveillance; Risk Assessment Services, contract receipt and review and over and above work requests; Pricing/Modification Services – Right Price, forward pricing rate agreements, business combinations and novations and change of name agreements, pricing and negotiation, defective pricing, provisioning, disallowance of costs, final overhead rates, contract audit follow-up, customs and duties; Business and Financial Systems Services, contract property management, contractor insurance/pension reviews, contractor estimating system reviews, cost accounting standards administration; Payment and Financial Management Services, advance payments, progress payments, performance based payments, public vouchers, canceling funds, other payment support; Contract Closeout Services, termination for convenience, contract closeout, plant clearance, patents and royalties, voluntary refunds; Organizational Support, selection, and appointment and termination of appointed officers.

2. Field Support Division (OCF)

The Field Support Division consists of multi-functional and geographic Field Support Teams supporting a specified group of **CMOs**. The Division provides assistance and training to facilitate management effectiveness and efficiency, fosters integrated management practices and principles, works with process managers to improve **CMO** process performance and deploys IT applications. The Division helps facilitate execution of policy and achievement of performance goals, facilitates change, deployment, and implementation of new policies and tools.

3. Supplier Operations Division (OCS)

Responsible for providing guidance and interpretation of DCMA One Book business processes to the **CMOs**. Performs oversight of **CMO** implementation and execution in the areas: Operating Principles, civil-military integration, management councils, Process Oriented Contract Administration Services (PROCAS), integrated product

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teams; Pre-Contractual Advice Services: preaward surveys, subcontracting plans; Major Program Services: earned value management; Risk Assessment Services, supplier risk management, industrial security, international agreements; Business and Financial Systems Services, consent to subcontract/contractor purchasing system reviews, material management and accounting systems; Organizational Support, policy change process, and FAR, DFARS, DoD Directive and DLAD 5000.4 deviations.

4. Contract Technical Operations Division (OCT)

Responsible for providing guidance and interpretation of DCMA One Book business processes to the CMOs and performs oversight of their implementation and execution in the areas: Major Program Services, integrated logistics support (ILS); Product Support Services – Right Item, systems planning, research, development and engineering (SPRD&E), test and evaluation management, configuration management, parts management program, deliverable technical data, software development surveillance, supplier quality assurance, packaging management program, deficiency reports; Delivery Services – Right Time, schedule and delivery management, transportation – shipment processing, contractor traffic management delegation program, contract safety requirements; Pricing/Modification Services – Right Price, value engineering.

H. Program Integration Directorate (PI)

Responsibilities include advising and assisting the District Commander on all matters relating to the DCMA support of major programs for military service and civilian program managers (PMs) including monitoring the performance status of ACAT and other high visibility programs, and assisting CMOs in providing customer support, and the evaluation and coordination of district and CMO participation in acquisition strategy planning and other Early CAS activities, and support to customer buying activity privatization initiatives, and the review and analysis of customer satisfaction data.

IX. DCMA Centers (DCMAC)

A. DCMA Business Support Unit (DCMAC-A)
(assigned to DCMA-FBO)

Provides operational support in the areas of policy implementation and standard financial and business processes for DCMA Centers. Provides for video teleconferencing facility and graphics support for the DCMA Executive Team.

B. DCMA Earned Value Management Center (DCMAC-C)
(assigned to DCMA-OCS)

Serves as the principal advisor, in cooperation with the HQ DCMA process owner, to the Director, Supplier Operations Division on all matters relating to earned value management (EVM). The Center is DCMA's centralized source for executing specialized EVMS acquisition life cycle activities to provide a common focus throughout all DCMA organizational levels and to provide technical support to

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external and internal customers. As the DoD Executive Agent for EVM, leads the DoD Program Management Advisory Council. Advises DoD components in EV matters, by direction performs validation of contractor EV programs and reviews weapon system program EV implementation.

C. DCMA Contract Insurance Pension Center (DCMAC-E)
(assigned to DCMA-OCB)

Serves as principal advisor to the Director, Contract Business Operations Division, on all operational matters relating to contractor insurance and pension reviews. Ensures contractor's insurance and pension programs comply with applicable Cost Accounting Standards and FAR in order to achieve fair and reasonable prices for supplies and services acquired by the Department of Defense. Reviews and ascertains the appropriateness of contractor's pension fund actuarial assumptions and insurance reserve.

D. DCMA Business Information Center (DCMAC-F)
(assigned to DCMA-FBP)

Serves as principal advisor to the Director, Strategic Planning, Programming and Analysis Division, on all matters relating to agency business information analysis. The Business Information Center (BIC) is the focal point for the agency's business management information, labor accounting system and unit cost analysis, and is responsible for providing analysis and access to this information for agency's personnel.

E. DCMA Software Center (DCMAC-G)
(assigned to DCMA-OCT)

Serves as the principal advisor, in cooperation with the HQ DCMA process owner, to the Director, Contract Technical Operations Division, on all matters relating to software contract management. Provides software related technical support to external and internal DCMA customers throughout all phases and levels of the DoD systems and software acquisition life cycle process. Conducts software capability evaluations by direction from OSD.

F. DCMA Personnel Development Center (DCMAC-I)
(assigned to DCMA-HRW)

Serves as principal advisor to the Director, Workforce Development Division, on all matters relating to personnel development. Provides the workforce with a broad range of personnel development opportunities to promote functional and leadership skill growth in support of specified agency mission needs.

G. DCMA Paperless Contracting Center (DCMAC-J)
(assigned to DCMA-IT)

Serves as principal advisor to the Executive Director, Information Technology, on all matters relating to the paperless contracting initiative. Responsible for DCMA implementation of the paperless contracting initiative including the development of policies, procedures and practices.

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H. DCMA Integrated Technology Center (DCMAC-K)
(assigned to DCMA-IT)

Serves as principal advisor to the Executive Director, Information Technology, on all matters relating to maintenance management. Responsible for providing maintenance management, Tier II Help Desk support, and automated environmental testing, some functional testing, testing support, and testing facilities, for all DCMC software products (commercial and Government). Also perform some maintenance programming for DCMC-unique software applications.

I. DCMA Special Projects Center (DCMAC-L)
(assigned to DCMA-FB)

Serves as the principal advisor to the Executive Director, Financial and Business Operations, regarding DCMA support to classified programs, special studies and reviews.

J. DCMA MOCAS Transition Assistance Center (DCMAC-M)
(assigned to DCMA-OCB)

Serves as the principal advisor to the Director, Contract Business Operations Division, on all matters relating to the discontinuance of MOCAS, the agency's primary contract management automated system. Assists DCMA CMOs in resolving issues concerning closure of contracts in MOCAS and/or transition of contracts from MOCAS to DPPS/SPS.

K. DCMA Overhaul, Modification, Maintenance & Repair Center
(DCMAC-O)
(assigned to DCMA-PIA)

Serves as the principal advisor to the Director, Acquisition Planning and Privatization Division, on all matters relating to overhaul, modification, maintenance & repair (OMMR) contracts. The mission of the OMMR Center is to promote consistent, high quality contract management services on all OMMR contracts delegated to the agency. Assists Contract Management Offices in developing and maintaining OMMR excellence and leveraging the assets of DCMA to conduct timely new OMMR facility starts for the agency.

L. DCMA Customer Liaison Center (DCMAC-P)
(assigned to DCMA-PIM)

Serves as the principal advisor to the Director, Major Program Support Division, on all matters relating to DCMA support to major customers. The mission of the Customer Liaison Center is to promote good customer relations and monitor customer satisfaction in order to ensure the highest level and quality of support for the war-fighter. A cadre of Customer Liaison Representatives works on-site with DoD and NASA buying activities, DFAS, and other critical organizations to facilitate communication and teamwork. Liaisons serve as the direct link between customers, DCM Commanders, DCM Districts, DCMA Headquarters and program integrators.

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M. DCMA Knowledge Management Center (DCMAC-Q)
(assigned to DCMA-DD)

Serves as the principle advisor to the Deputy Director, DCMA, on all matters relating to knowledge management. Responsible for development and implementation of agency-wide knowledge-enabled processes used for better decision making, agency-wide leveraging of knowledge assets, and providing the right type and amount of information at the right time.

N. DCMA Industrial Analysis Center (DCMAC-S)
(assigned to DCMA-PIA)

Serves as the principal advisor to the Director, Acquisition Planning and Privatization Division, on all matters relating to industrial analysis. The mission of the Industrial Analysis Center is to support Defense Department corporate level industrial analyses for major weapons acquisition, logistics, and readiness programs. The Industrial Analysis Center evaluates and analyzes the business, manufacturing and financial capabilities of private and public firms including; domestic and international manufacturing capabilities, economic analyses and forecasting, and technology assessments.

O. DCMA Contingency Operations Center (DCMAC-T)
(assigned to DCMA-FBP)

Serves as the principal advisor to the Director, Strategic Planning, Programming and Analysis Division, on all matters relating to the agency's Combat Support mission and contingency operations both foreign and domestic to include Disaster Relief and Humanitarian Assistance. Provides an operational command center for agency director to conduct combat support operations in Crises Action Team (CAT) mode for both exercise support and actual contingency operations. Provides the agency's single point of contact for all deliberate plans support to Service components, Combatant Commanders and Joint Staff.

P. DCMA Technology Assessment Center (DCMAC-V)
(assigned to DCMA-OC)

Serves as the principal advisor to the Executive Director, Contract Management Operations, on all matters relating to technical assessments for the agency. Provides information regarding emerging technologies and the impact on DCMA workforce skills. Recommends revisions to policies and procedures to facilitate innovative approaches to contract management support for new technologies. Serves as the test bed to pilot innovations and initiatives.

Q. DCMA Contract Integrity Center (DCMAC-Y)
(assigned to DCMA-GC)

Serves as the principal advisor the General Counsel, on all matters relating to product integrity and cost mischarging issues that involve top defense contractors. Provides legal advice and services to DCMA Defense Corporate

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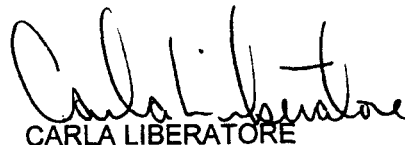
Executives (DCEs), Corporate Administrative Contracting Officers (CACOs), Divisional Administrative Contracting Officers (DACOs) and Administrative Contracting Officer (ACOs), DoD investigative agencies, and the Department of Justice. Responsibilities include helping to correct defects in business processes, training employees in preventing and detecting fraud or other misconduct, making investigations and prosecutions effective tools in encouraging contractor integrity, and aggressively pursuing criminal and civil prosecutions when warranted.

R. DCMA Contract Disputes Resolution Center (DCMAC-Z)
(assigned to DCMA-GC)

Serves as the principal advisor the General Counsel, on all matters relating to contract disputes resolution. Provides legal advice and services to DCMA DCEs, CACOs and DACO on major issues with agency-wide scope which effect contract management at top defense contractors. Responsibilities include resolving contract disputes through bilateral negotiations or Alternative Dispute Resolution (ADR) techniques, representing DCMA before the Armed Services Board of Contract Appeals, and providing extensive assistance to the Department of Justice in DCMA cases before the Federal Courts.

X. DCMA General Order #02-00, dated May 19, 2000 is amended to change the DCMDE Nuclear Propulsion Field Office (DCMDE-XN) office symbol to DCMDE-OCX.

XI. Administrative support will continue to be provided by current sources and/or through reimbursable Inter-service Support Agreements.



CARLA LIBERATORE

Executive Director, Financial and Business
Operations (Comptroller)